

YOUTH SERVICES POLICY

Title: Mandatory Reviews Next Annual Review Date: 01/04/2013	Type: D. Community Based Services Sub Type: 1. Administration and Management Number: D.1.8
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References: ACA Standards 2-7021, 2-7045, 2-7075, 2-7078, 2-7146 (Juvenile Probation and Aftercare Services)	
STATUS: Approved	
Approved By: Mary L. Livers, Deputy Secretary	Date of Approval: 01/04/2012

I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To establish the Deputy Secretary's policy regarding annual reviews within Community-Based Services in an effort to ensure compliance with YS, OJJ policies and ACA standards.

III. APPLICABILITY:

Deputy Assistant Secretary - Community-Based Services.

IV. DEFINITIONS:

Agency - Youth Services (YS), Office of Juvenile Justice (OJJ).

American Correctional Association (ACA) - accrediting body focused on best practices in corrections.

Deputy Assistant Secretary - Community-Based Services - unit head of regional office staff.

V. POLICY:

To ensure compliance with Agency policies and ACA Standards, there shall be an annual review of each item listed below:

1. Paperwork functions;
2. Procedures for reporting data;
3. Personnel needs; and
4. Needs of the youth served by DYS.

Each policy and procedure shall be reviewed annually and updated as needed.

VI. PROCEDURES:

- A. The Deputy Assistant Secretary - Community-Based Services shall schedule reviews in a manner which will allow staff adequate time to complete the necessary reviews. The Deputy Assistant Secretary - Community-Based Services shall assign knowledgeable staff to conduct the reviews.
- B. The Deputy Assistant Secretary - Community Based Services shall submit an annual report to the Deputy Secretary. The report shall include objectives, programs, budget, major developments, problems, plans and services furnished to youth.

Previous Regulation/Policy Number: DYS 1.8

Previous Effective Date: 1/20/09

Attachments/References: